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17 May 1961

MEMORANDUM FOR: Chief, CIA Library
Chief, Machine Division
Chief, Automation Development Group

SUBJECT : Staff Study "Subject/Area Control of Nodex Material"

REFERENCE : Memo to Chiefs, CIA Library, Document Division, Machine Division and Automation Development Group dated 12 May 1961; same subject.

1. I do not concur in the Staff Study prepared for the DAD/OCR which is attached to referenced memorandum. There are two solutions suggested for the Nodex problem: (a) permuted title-word index, and (b) one subject/area coded entry into the Intellofax System.

2. I believe that all intelligence information reports, State Department despatches, and other raw information reports which are received by the Document Division for dissemination should be reviewed for indexing into the Intellofax System. When certain categories, or types, or kinds of information are determined as not being essential for coding into the Intellofax System, I believe we have concluded that subject/area control is not required. If it is felt that some of the excluded information should be subject/area controlled, then the "Nodex" criteria should be revised so as to provide proper subject/area retrieval from the System. I do not believe we should have two different ways of retrieving intelligence information reports. If an item is worth retrieving by subject or area, it should be given full Intellofax treatment.

3. However, it must be recognized that not all items need to be retrieved in this manner. A large number of State despatches are received which report on arrangements for U.S. participation in trade fairs, celebrations, etc.; itineraries for U.S. official travelers; and "housekeeping" matters. Attache reports at times transmit photographs, maps, or open source literature, which are respectively matters for the Graphics Register, ORR Map Library, or the CIA Library Acquisitions Branch. We receive NIS contributions, biographic reports, and foreign language translations. Why try to retrieve these by any type of subject/area control, either permuted title index or limited subject/area code? The specialized registers, divisions, and branches do this.

4. There is, however, the question of specific document retrieval responsibility for "Nodex" information reports and despatches which cannot be overlooked. I believe the CIA Library should be able to retrieve the specifically requested information reports or despatches on demand and our document processing system should be designed to perform this task efficiently. All "Nodex" reports should be microfilmed for the aperture card file and full source descriptions prepared. The Staff Study admits that with the use of the Bell and Howell DARE the value of permuted title technique is weakened, and to strain to assign one subject/area code for Nodex material mentioned in paragraph 3 above.

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-2-

5. A depth study of 6 months duration is certainly a necessity, but from a different approach than recommended in the Staff Study. Before any pilot study be undertaken, the main problem of determining the basis for Modex Standards (with the user offices) must first be examined.

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Chief, Document Division

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